

Client Retainer Payment Schedule

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We appreciate the opportunity to work with you and are committed to providing excellent service. Below is the retainer payment schedule for the services agreed upon:

Payment Schedule

Payment Due Date	Amount	Description
[Payment Due Date 1]	[Amount 1]	[Description 1]
[Payment Due Date 2]	[Amount 2]	[Description 2]
[Payment Due Date 3]	[Amount 3]	[Description 3]

Please ensure that payments are made on or before the due dates to maintain the continuity of our services. If you have any questions regarding this schedule, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]